HOSPITALIZATION OF MEMBER OF IMMEDIATE FAMILY - cont.

6.1 Visits to doctors offices for treatments, examinations, laboratory tests of member of immediate family...sick leave will be authorized under the following conditions:

A. When a member of the immediate family is injured or ill and requires EMERGENCY medical care.

B. Sick leave will be authorized when children are ill and require medical care.

C. Sick leave WILL NOT BE AUTHORIZED...for routine physical examinations ...medical treatment...laboratory tests...or dental care of a non-emergency nature for members of the immediate family.

PERSONAL ILLNESS - REASONS FOR WHICH SICK LEAVE NORMALLY IS NOT GRANTED

7.0 TIREDNESS, INDISPOSITION, RESTLESSNESS, FATIGUE, ETC., are not conclusive reasons for sick leave.

A. INABILITY TO WORK BECAUSE OF INTEMPERANCE is not an authorized reason for an absence on sick leave. For example, a "hangover" resulting from drinking liquor is not an authorized reason for absence on sick leave.

B. HEADACHE, NAUSEA, HAY FEVER, SUNBURN, ETC., are often so minor in degree as to not be valid reasons for absence from work.

C. MUSCULAR FATIGUE, such as results from overexertion in sports, gardening, etc., is not usually physically disabling and is not a conclusive reason for sick leave.

D. DISCOMFORT DURING MENSTRUATION is not typically a valid reason for an absence from sick leave. Absence almost every month should not be approved unless a physician certifies that because of menstrual difficulties the absence is necessary to protect the health of the employee.

E. PREGNANCY IS NOT A CONCLUSIVE reason for an absence on sick leave. With the permission of the agency, an employee who wishes to get additional rest during pregnancy may draw on her vacation credits. Frequent absence during pregnancy should not be approved as sick leave unless a physician certifies that because of a complication in the course of pregnancy, the absence is necessary.

F. AN ABSENCE TO TAKE A PHYSICAL EXAMINATION in connection with qualifying for a teacher's credential, to qualify for other employment, to get a marriage license, etc.:

1. Time off to take a physical examination required as part of a State Civil Service test is paid under the authority of Government Code Section 19332. It is not charged as sick leave.

2. Time off to take a physical examination required for entry into the recognized military service is paid under authority of Government Code Section 19331. It is not charged as sick leave.

FAMILY CARE - cont.

The following standards will govern the granting of sick leave for family care:

3.0 When the presence of the employee is not required in providing the necessary care for or attendance upon the ill member of the family...sick leave IS NOT AUTHORIZED.

A. For example, sick leave is not authorized when another member of the household is present and capable of providing the care or attendance.

4.0 Providing home care for ill member of the immediate family who resides in the same household--the test to be applied in each instance is this.

A. If the employee were not providing care or attendance for the ill member of the family, another person would have to provide such care or attendance.

B. To give medication...or to prepare meals for the ill person.

C. To make necessary observations of the ill person to determine changes in symptoms, as requested by the physician. To communicate with the physician concerning the care and treatment of the ill person.

D. When the presence of the employee is considered advisable by the physician during a critical illness or injury of a member of the family.

4.1 If this test can not be satisfactorily met...sick leave cannot be authorized for family care or attendance for this reason. The employee's absence from work MUST BE REQUIRED for ONE or ALL of the above reasons.

PROVIDING HOME CARE FOR ILL MEMBERS OF THE IMMEDIATE FAMILY RESIDING IN A DIFFERENT HOUSEHOLD.

5.0 When an ill member of the immediate family resides in a different household than that of the employee...sick leave for family care will be granted ONLY...if there is no other person residing with the ill member of the immediate family...who is available and capable of providing care and attendance.

A. In addition...such sick leave can be granted ONLY if ALL of the standards listed in 4.0-A,B,C,D, above are met.

HOSPITALIZATION OF MEMBER OF IMMEDIATE FAMILY

6.0 One (1) day's absence on sick leave may be authorized for the employee to be at the hospital on the day of the operation, on the day of the birth of his child, or in the event of critical illness of the member of the immediate family.

A. Absences for these purposes of more than one (1) day may be authorized on sick leave ONLY IF A DOCTOR PROVIDES A WRITTEN STATEMENT THAT THE EMPLOYEE'S PRESENCE AT THE HOSPITAL WAS REQUIRED.

AUTHORIZED USE OF SICK LEAVE CREDITS - cont.

11.0 Time off for doctor or dentist appointment may be taken as sick leave if the appointment is necessary because of illness...injury...or for dental care.

A. Other than under unusual circumstances, not more than one-quarter of a day (2 hours) of sick leave is authorized for each such appointment.

12.0 Ten days is the normal maximum allowable sick leave following childbirth. The same applies to illness as a result of a mis-carriage. Any additional time should be taken either on vacation or leave of absence. As a matter of good health practice, it is suggested that an expectant mother should not continue her employment past the end of the seventh calendar month of her pregnancy.

13.0 Sick leave while on vacation is authorized when the employee is physically incapacitated and unable to continue his vacation activity.

14.0 Days on which the employee is confined TO A HOSPITAL or a RESIDENCE because of a major illness or injury are usually the ONLY DAYS ON WHICH A USE OF SICK LEAVE MAY BE JUSTIFIED.

15.0 While absent on a temporary disability status under the Workmen's Compensation Act, an employee may draw on sick leave credits to supplement his temporary disability indemnity. He may do so only to the extent necessary to provide him the equivalent of his full salary. If he exhausts his sick leave credits...he may draw on vacation credits.

16.0 A part-time or intermittent employee may be absent on sick leave ONLY on the days when he would have been required to work had he been physically able.

FAMILY CARE or DEATH IN FAMILY

1.0 Death of a member of the IMMEDIATE family is an authorized reason for a sick leave absence.

1.1 Not over five (5) days of sick leave may be taken for EACH such absence.

1.2 An absence to care for a member of the IMMEDIATE family who is ill or injured, and who requires the care or attendance OF THE EMPLOYEE is authorized as sick leave.

1.3 Not more than five (5) days IN A CALENDAR YEAR may be taken for this reason. The employee is expected to make suitable arrangements as soon as reasonably practical so that he may return to work.

2.0 MEMBER OF IMMEDIATE FAMILY: Any person LIVING IN THE IMMEDIATE HOUSEHOLD of the employee...as well as the mother, father, husband, wife, son, daughter, brother, or sister is considered a member of the immediate family.

2.1 A person who rents a room in a boardinghouse, or private home, is not a member of the immediate family of the landlady...or of other persons living in the same house.

2.2 A housekeeper, or other servant, is not a member of the immediate family.

REGULATIONS - cont.

6.0 Time before and after Resignation...Dismissal...Rejection during Probation ...Termination of Temporary Appointment...Termination of limited-term appointment...is NOT ADDED together in meeting the requirement of six (6) continuous months of service IF THERE IS ANY BREAK IN THE CONTINUITY OF SERVICE.

A. Time under temporary authorization...or limited term certification is counted ONLY when the employee has CONTINUOUS SERVICE FOR LONGER THAN SIX MONTHS.

7.0 A FULL TIME EMPLOYEE is one who works a full-time week. On the DAY AFTER HE COMPLETES SIX (6) CONTINUOUS MONTHS OF SERVICE...he is credited with six (6) days of sick leave.

A. Thereafter...for each additional CALENDAR MONTH OF SERVICE...he is credited with one day of sick leave...on the first day of the FOLLOWING MONTH.

8.0 Sick leave is earned only up to the date of separation. No credit is allowed for time covered by a lump-sum payment.

A. No credit is allowed to any employee who is separated BEFORE the LAST WORKING DAY OF THE MONTH.

9.0 AN ABSENCE WITHOUT PAY FOR 10 CONTINUOUS WORKING DAYS or less is not a break in service...if the employee is returned to the payroll.

A. The employee continues to earn sick leave credit during such an absence...even though the absence was not authorized...or was a punitive action.

B. If the absence is OVER 10 CONTINUOUS WORKING DAYS...and EXTENDS FROM ONE MONTH INTO ANOTHER...NO SICK LEAVE CREDIT IS EARNED FOR EITHER MONTH.

(This rule--9.0-A,B--also pertains to a person who has already completed his probationary period.)

AUTHORIZED USE OF SICK LEAVE CREDITS

10.0 A personal illness or injury that physically incapacitates an employee from performing his regular duties is an authorized reason for a sick leave absence.

A. Extreme emotional upset that physically incapacitates the employee from working can be a reason for sick leave. Prolonged or frequent absence for this reason is not approved without a doctor's certificate.

B. When an employee is exposed to a contagious disease and is absent from work to prevent spreading the disease to other employees...sick leave is authorized.

SICK LEAVE

1.0 If an employee is ill and has used up all sick leave, holiday time, compensating time off credit, vacation days may be granted rather than marking the employee absent.

2.0 If an employee finds it necessary to use holidays, compensating time off or vacation because his sick leave has been exhausted he should secure the signature and appropriate explanation from his attending physician substantiating that his leave was due to illness. The employee can then qualify for sick leave pay exclusion when filing his Federal Income Tax. Please refer to that paragraph pertaining to Sick Leave Exclusion for information as to requirements to qualify.

A. Form 634 must still be signed immediately upon return to duty.

3.0 When an employee asks for a vacation day or holiday which cannot be granted because of shortage of help, and on the requested day calls in sick -- vacation or holiday cannot be used to cover such absence. In such cases the signature of an attending physician will be mandatory and the Supervisor's signature substantiating the absence will not be accepted. If an employee is absent under the foregoing circumstances and cannot furnish verification of illness by a doctor, he or she will be docked.

REGULATIONS

4.0 AFTER SIX (6) CONTINUOUS MONTHS OF SERVICE...an employee is eligible to receive sick credit.

A. A change of position or status...WITHOUT A BREAK IN SERVICE...during the six-month period does not affect the employee's eligibility for sick leave credit.

B. Service before and after a leave of absence, layoff, or suspension is added together in meeting the requirement for six (6) continuous months of service.

C. While absent on DISABILITY COMPENSATION...an employee continues to earn sick leave and vacation credit...he DOES NOT EARN HOLIDAYS.

1. However...an employee may use the sick leave and vacation credits earned while on compensation status...ONLY AFTER he has returned to duty.

2. The employee may draw on that sick leave, vacation and holiday credits accrued and due him/her PRIOR TO THE DATE HE OR SHE GOES ON COMPENSATION STATUS...for supplementary sick leave pay adjustment.

5.0 A person re-employed after resignation, rejection as a probationer, or dismissal does not retain the sick leave credit he had accumulated before separation IF HIS CONTINUITY OF SERVICE IS BROKEN FOR SIX (6) MONTHS OR LONGER.

A. If re-employed within LESS THAN SIX MONTHS...the employee's sick leave credit from prior service is restored. HE IS NOT REQUIRED TO SERVE ANOTHER SIX-MONTH PERIOD BEFORE BEING ELIGIBLE TO TAKE SICK LEAVE.

NAME PINS

1.0 Name pins are worn by most of the Nursing Personnel for the means of better identification. Psychiatric Technician Trainees are required to wear name pins with colored ribbon, which indicates subject matter completed in class, i.e.:

A. Green: No class work complete.
Trainee may assist in general care of patient, ward housekeeping, T.P.R., and enema after completing these classes with evening supervisor.

B. Red: General nursing and First Aid completed.
Trainee may now carry out nursing care of patients following all procedures in Nursing Procedure Book.

C. Gold: All class work completed.
Trainee should now be able to carry out any assignment under supervision.

KEY REGULATIONS

1.0 Each Nursing Service employee will be issued a ward key and key ring. It is to remain in the employee's possession for the duration of his/her employment. If this key is lost, or if the employee fails to return it to Central Nursing Office upon termination of employment, a replacement assessment of $1.00 will be charged.

2.0 Certain facilities on the wards are locked. If a hospital employee responsible for these keys permits them to come into the possession of an unsupervised patient or other unauthorized person, he/she will be subject to disciplinary action.

3.0 The loss of any key is to be immediately reported to the employee's supervisor.

4.0 Unless officially authorized, hospital keys are not to be duplicated.

UNIFORMS AND GENERAL APPEARANCE

All personnel are to conform to our Uniform policy.
All personnel should attempt to appear as neat and professional as possible, at all times.

MEN'S UNIFORM

1.0 White regulation cotton coat.

2.0 White regulation cotton trousers - no navy or peg type.

3.0 White shirt.

4.0 Black tie - bow or four-in-hand.

5.0 Shoes may be black, brown or white of a type that may be polished. No boots of any type are acceptable unless ordered on a special prescription of your doctor and agreed to by Dr. Nelson.

6.0 Hair must be kept cut and neat; no long sideburns.

7.0 If a mustache is worn, it must be very small and close cut. Mustaches are unsanitary in a hospital of this type. No beards of any type will be permitted.

8.0 Complete uniform is required at all times when male employees are off their ward units. Complete uniform consists of regulation white coat, regulation trousers, white shirt and black tie.

9.0 Summer uniform will consist of short sleeved sports shirts of approved material - no sheers, no crinkle crepe, etc. If long sleeved shirts are worn the sleeve is not to be worn partially rolled up. No tie is required for summer. Shirts are to be worn inside the trousers.

10.0 The dates for summer and winter uniforms will be set by the Superintendent of Nursing Services.

11.0 Male nurses may wear the regulation male nurses shirt, but are required to wear the regulation white coat when off the working ward unit.

12.0 Fingernails are to be worn short and kept clean.

UNIFORMS AND GENERAL APPEARANCE

All personnel are to conform to our Uniform policy.
All personnel should attempt to appear as neat and professional as possible, at all times.

WOMEN'S UNIFORM

1.0 Uniforms will be white and of approved material and style - no seersucker, jersey, puckered or sheer material, no quilted, fad, embroidered or lace accents.

1.1 Uniforms should have either short or 3/4 sleeves. Uniforms will please be worn at least 2 inches below the knee.

1.2 A professional uniform is one that is simple of style, of approved material, neat clean and offers enough ease of motion to comfortably care for patients.

1.3 Glamour should be reserved for off-duty hours.

2.0 Sweaters may be of any color as long as they are clean and neat.

3.0 Shoes must be white oxford or oxford type, with elastic insert and closed heel and toe. Shoes are to be kept clean at all times.

4.0 Hose are to be white and worn above the knee.

5.0 Technician cap is the Julian Kay Cap #918. Cap is to be kept clean. Caps are not to be worn off hospital grounds.

6.0 Hair is to be kept short or worn in a net so it does not touch the uniform collar. No flowers or ornaments may be worn in the hair.

6.1 Employees working in kitchen and dining areas are required by law to wear hair nets.

7.0 Jewelry is not allowed except for wedding, engagement or class rings, wrist watches and very small earrings.

7.1 No decoration of any type is to be worn on the cap.

7.2 Name pins, class pins, Association pins may be worn on the uniform.

8.0 Fingernails are to be worn short. Nail polish must be light color. Cracked nail polish harbors germs and is therefore a health hazard.

9.0 Make-up should be kept at a minimum to conform to professional appearance.

10.0 White shadow proof slips are to be worn with uniforms.

EMPLOYEE ATTENDANCE REPORT

Ward:_____ Shift:_____ Week Of: _____

Employee	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NOTE: It is the responsibility of each employee on duty to sign this report in his own hand-writting								
in the ON DUTY column. If the employee fails to sign, his check will be held until the Area								
Supervisor or the Ward Charge verifies in writing that the individual is on duty.								
The Sr. Psych. Tech. Gr. II or Acting Charge will be responsible for printing OFF DUTY the								
names of employees not on duty and checking the reason.								
If regularly assigned ward personnel are relieving on another ward - state so in the column.								
Employees should sign in on both their regular assigned ward and on the ward on which they								
work relief.								

I certify that this Report correctly reflects the attendance (as shown by the employees' signatures) and absences of all employees working in this Unit.

Reviewed By:_____

Per/2

ATTENDANCE

A good attendance can be achieved by:

1.0 Being at work at assigned time each day and staying for the full prescribed work day.

1.1 By making arrangements for time off as far in advance as possible.

This can be of great value to you in several ways:

2.0 When promotional assignment is considered -- attendance records are reviewed.

3.0 When efficiency ratings are made out -- your attendance record has a bearing on these.

4.0 When a change of assignment is being considered -- the employee with a good attendance record may have a more favorable chance.

5.0 A good attendance record helps to improve each employee's status with their fellow employees.

6.0 DISCIPLINARY ACTION will be taken if scheduled shift hours are not adhered to.